

VIDEO TELECONFERENCE (VTC) REQUEST

(For use of this form see USAREC Reg 25-2)

SECTION I - GENERAL

1. CONFERENCE TITLE:

2. DATE OF REQUEST:

3. SENIOR ATTENDEE:

4. VTC DATE:

5. VTC TIME:

6. VTC LENGTH: HOURS

MINUTES

For assistance or additional information contact the VTC coordinator located at Headquarters, US Army Accessions Command, Information Support Activity, (800) 223-3735, ext 61474 or 60625.

7. PRIMARY POINT OF CONTACT:

8. PRIMARY POINT OF CONTACT'S E-MAIL:

9. TELEPHONE: COMMERCIAL:

DSN:

10. VTC TYPE:

☐

Point-to-point

☐

Multipoint

☐

Classified (See Instructions, para 10c. USAAC cannot conduct classified VTCs.)

☐

Video-switching

☐

Continuous presence

☐

Collaboration

11. Would you have had to travel if this VTC facility was not available?

☐

Yes

☐

No

12. Would you like audio-only support (telephonic capability)?

☐

Yes

☐

No

13.
ENDPOINTS
LOCATION

14.
SENIOR ATTENDEE'S NAME
AND E-MAIL ADDRESS

15.
VTC POINT
OF CONTACT

16.
ROOM NUMBER
AND ROOM
TELEPHONE NUMBER

17.
VTC SYSTEM HOST NAME,
IP ADDRESS,
OR ISDN TELEPHONE NUMBER

18. REMARKS:

After completing this form, please e-mail to VTCAAdmin@usaac.army.mil. If you can only fax this form, please call the SOC at (502) 626-1700 or (800) 223-3735 ext 61700 to advise the department you are sending a fax. Then fax this form to (502) 626-0894.

SECTION II - VIDEOCONFERENCING TIPS

Here are some helpful tips to make sure your VTC goes smoothly.

1. Remember to mute your audio when not speaking. Check to see if your system is muted by looking for the "No Mic" symbol at the bottom of the video window. Mute it by using the mute button located on the remote control.
2. Check your self-view to see if your camera is pointing toward you and if your room is too bright or not bright enough.
3. If you have a table microphone, place it at least four feet away but not more than fifteen feet away from the participants. It does not have to be right in front of the person speaking.
4. Please do not move the microphones. This creates disruptive noise and can severely degrade the audio quality of your VTC.
5. Speak in a normal, clear voice. Avoid whispering. Yelling is unnecessary.
6. Give participants time to respond.
7. Have presentation items (slide decks, forms, etc.) in all the appropriate party hands prior to the VTC. If collaboration (sharing slides) is needed, please advise the VTC department well in advance of the conference. Certain settings need to be selected for this option.
8. Slides can be shared on the Polycom 680 and Via Video USAREC VTC systems. If the VTC includes a connection with non-USAREC VTC systems, sharing the slides may not be possible.
9. Try to request your VTC at least 3 days prior. Some conferences require the services of outside VTC groups, which can only provide a VTC if they have available resources. Early requests guarantee reservations.
10. The requester of the VTC must reserve the appropriate conference room.
11. Provide feedback to the VTC department after your VTC. This will help us gauge our service and improve your VTC experience.

SECTION III - FOR ADMINISTRATIVE USE ONLY

1. LAYOUT NOTES:

2. COLLABORATION NOTES:

3. GENERAL NOTES AND/OR AFTERACTION REVIEW:

SECTION IV - INSTRUCTIONS

Please fill in this form to the best of your knowledge. To help expedite your reservation, please submit this form 72 hours prior to the conference start time. This is a Defense Video Services Group and Pentagon minimum requirement for scheduling VTCs.

1. Conference Title. Please enter the subject of your meeting. If you do not know the subject, please enter the senior attendee's name.
2. Date of Request. Please enter the date of the request in the form of ddmmyy.
3. Senior Attendee. Please enter the senior-most attendee of all participating sites.
4. VTC Date. Please enter the date you wish the VTC to be performed. Enter in the form of ddmmyy. If the VTC is to be performed on consecutive days, please fill out a form for each day.
5. VTC Time. Please enter the starting time of the VTC. Include your time zone as well as eastern standard time.
6. VTC Length. Please enter the total length in time of the VTC. Include in this time any breaks that will be done during the conference.
7. Primary Point of Contact. This is usually the person coordinating and scheduling the VTC. Please enter his or her name here.
8. Primary Point of Contact's E-mail. Please enter the point of contact's e-mail address and include any other e-mail addresses that may be needed.
9. Telephone. Please enter the primary point of contact's commercial and DSN (if applicable) telephone numbers.
10. VTC Type. Check the box for the desired VTC options.

a. Point-to-point. This VTC contains just two sites. Calls are generally done from one system to another.

b. Multipoint. This is a VTC that has more than two endpoints. These VTCs need to be scheduled on the Accord Bridge at HQ USAREC.

c. Classified. If a VTC is classified, it cannot be scheduled through the HQ USAAC VTC department. Customers wishing to perform a classified VTC at Fort Knox must schedule it for Gaffey Hall, the secure site on post. Contact the Gaffey Hall VTC Facilitator at (502) 624-4888. If you wish to perform a classified VTC at Fort Monroe, contact the TRADOC VTC Facilitator at (757) 788-3744 or DSN 680-3744.

d. The following two options provide the on-screen presentation mode:

(1) Video-switching. This type of VTC will show only the speaking endpoint. When another site speaks, that location will then appear in the picture.

(2) Continuous presence. This is what would be considered the "Hollywood Squares" or "Brady Bunch" on-screen presentation. All sites participating will show up on the screen in a separate picture so they can all be viewed at the same time.

e. Collaboration. This option gives you the ability to share and collaborate on documents such as Power Point and Word documents. Only select this option if you are definitely sharing documents.

NOTE: Collaboration documents must be presented to the VTC department 24 hours prior to the start of the conference.

11. Would you have had to travel if this VTC facility was not available? Please check the appropriate box. This is to determine savings in temporary duty costs.

12. Would you like audio-only support (telephonic capability)? Check yes if you wish to have participants dial-in telephonically. We suggest using a conference phone that has muting capabilities.

NOTE: No cell phones allowed.

13. Endpoints Location. Please put host site in first entry.

14. Senior Attendee's Name and E-Mail Address. Self-explanatory.

15. VTC Point of Contact. Enter the name of the person who will be onsite during the VTC.

16. Room Number and Room Telephone Number. Self-explanatory.

17. VTC System Host Name, IP Address, or ISDN Telephone Number. Provide the appropriate information.

NOTE: Responsibility for reserving conference rooms at HQ USAREC is not the responsibility of the VTC department. Please contact Protocol at (502) 626-0708 or your conference room coordinator to reserve your conference area.

NOTE: Please submit requests 72 hours prior to conference start time. Some outside agencies require a 3-day leeway if there is a need to schedule outside the USAREC network.